



(509) 525-9140 • FAX (509) 525-9142 • www.valleytransit.com

1401 West Rose, Walla Walla, WA 99362

Dear Applicant:

Thank you for your interest in the part-time Bus Cleaner position at Valley Transit.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment. This part-time position is currently scheduled Monday-Friday from 5:00 - 9:00 p.m., but additional hours could become available. This position will revert back to its regular hours of 6:00 - 10:00 p.m. when Valley Transit is back on its regular schedule.

The salary range for this position is \$16.95 to \$20.78 per hour. Information on Valley Transit's benefits package can be found in the attached job description.

Return your completed application as soon as possible, this opening could close without further notice. Successful applicants will be contacted to proceed to the next level in our hiring process.

Satisfactory completion of pre-employment drug/alcohol screen, physical, and a criminal background check is a condition of employment for this position with Valley Transit.

Sincerely,

A handwritten signature in cursive script that reads "Melanie Hall".

Melanie Hall
Human Resources Manager

VALLEY TRANSIT

Job Description for
PART-TIME BUS CLEANER

Department: Maintenance
Reports To: Maintenance Manager
FLSA Status: Nonexempt hourly employee

Summary

This position includes the responsibility of cleaning buses, transit facilities, and related equipment. This is physical work requiring a high degree of energy and effort. The work will include fueling and maintaining other fluid levels in buses and other vehicles as instructed. Adequate driving skill for the safe movement of transit vehicles is necessary.

Essential Duties and Responsibilities

- Pumps fuel and records fuel and odometer information
- Adds lubricants as needed: Water; Antifreeze; Motor Oil; Hydraulic Oil
- Checks and adjusts air pressure in tires
- Washes, sweeps, mops, cleans glass and other surfaces in buses
- Cleans up spilled food, drinks, litter, human waste and bodily fluids, and other debris
- Empties trash receptacles
- Polishes stainless steel parts
- Performs janitorial duties in agency buildings, including sweeping or vacuuming, mopping floors, cleaning restrooms, washing walls and windows, and other related duties
- Maintains a clean shop area and bus storage area:
 - a. Cleans up spilled liquids
 - b. Cleans tools and machinery
 - c. Sweeps and vacuums area
- Maintains a clean operators' lounge and facility
- Keeps facilities free of clutter
- Washes bus passenger shelters and removes graffiti
- Maintains grounds including mowing grass, trims shrubs, applies yard chemicals and other related duties
- Shovels snow and operates snow removal equipment
- Makes minor repairs to such items as shelters, benches, and restroom fixtures including light plumbing duties
- Must be able to work independently for up to two-hour periods
- Communicates via two-way radio
- Must be able to communicate and follow written and oral instructions in English.
- Must be able to fill out standard paperwork items such as time cards, work orders, accident reports, fuel logs and similar items
- Follows instruction as directed by the Maintenance Manager, Lead Mechanic, or Parts Procurement Specialist.
- Perform all safety and health responsibilities for Workgroup Members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Performs other work as required

Education

Must be able to communicate and follow written and oral instructions given in English.

Experience

No previous experience is necessary; however, related experience and a familiarity with common hand tools and cleaning equipment is desirable. A valid Washington or Oregon driver's license showing a history of responsible driving behavior is required. Ability to obtain a Commercial Driver's License (CDL) in the future if needed.

Working Conditions

Work is performed both inside and outside in both good and inclement weather. He or she may be exposed to dust, exhaust fumes, wetness, chemical spray, and cleaning agents. This position requires dealing with other employees and customers in a positive manner that generates goodwill for the Agency and teamwork among employees

Essential Functions

The employee must be physically able to perform the duties of the position with or without reasonable accommodation on a regular work schedule. Dependable and regular attendance and on-time performance is required. He or she may be required to lift objects up to 50 pounds, with assistance provided, if necessary, in the movement of heavier objects. Must have the agility to bend and twist to get into hard-to-reach areas for cleaning (sometimes working on hands and knees), and climb ladders.

Must be able to perform the duties of this safety-sensitive position without imposing an undue risk of harm to the health and safety of self, other employees, or the public. As such, the employee will be subject to random drug and alcohol testing. All employees must abide by Agency policies, rules and regulations. If a job offer is extended, employment will be conditioned upon successful completion of a pre-employment physical including a drug and alcohol test.

Wages and Benefits

Employees working in this job classification are represented by the Amalgamated Transit Union and are subject to agency shop rules. The salary range for this position is \$16.95 to \$20.78 per hour.

A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System's deferred Compensation program.

Valley Transit grants annual paid vacation to regular part-time employees which is calculated on a prorated basis of .04615 per paid hour which increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, part-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Part-time employees accrue Holiday leave on a prorated basis. Part-time employees earn 0.02308 hours of holiday leave for each paid hour and are entitled to three (3) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

Valley Transit provides limited reimbursement for the purchase of job-related clothing and supplies depending on the job classification.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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Walla Walla, WA 99362



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EMPLOYMENT APPLICATION (09-2022)

INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.

APPLICANT INFORMATION

Position Applied For:		Wage or Salary desired? \$	
Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Last Name:	First Name:	M.I.:	
Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.			
Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s).			
Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)? Check all that apply.	Full-Time <input type="checkbox"/>	Weekends <input type="checkbox"/>	
	Part-Time <input type="checkbox"/>	Holidays <input type="checkbox"/>	
	Overtime <input type="checkbox"/>	Split Shifts <input type="checkbox"/>	
	Evenings <input type="checkbox"/>	Irregular Hours <input type="checkbox"/>	

EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

MILITARY SERVICE

Branch:	From: (MM/YY)	To: (MM/YY)	Rank at Discharge:
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TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

EDUCATION

High School:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:	
Other Training/Education:		

EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

Current or Most Recent Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EMPLOYMENT GAPS AND OTHER INFORMATION		
Please explain any gaps of employment and attach additional pages as necessary.		
DISCLAIMER AND SIGNATURE		
<p><i>I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Valley Transit, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.</i></p>		
Signature: _____ signed electronically		Date: _____
ADDITIONAL INFORMATION		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		



Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

Completion of this form is voluntary.

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

Position applying for:

Date:

Name (First, MI, Last):

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

Race/Ethnicity Identification Categories (choose one):

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

Definitions of Race/Ethnic Categories:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American: A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

Two or More Races: All persons who identify with more than one of the above races